

**Michigan Department of Transportation**  
**Guidelines for Service Vendor Provisional Status Process**  
**Revised 12.13.07**

A vendor, at the discretion of MDOT, may be granted a provisional prequalification status, if they have satisfied all of MDOT's requirements for a prequalification classification, with the exception of vendor experience. Satisfactory completion of a pilot project is required to move from provisional prequalification status to approved prequalification status in a classification. The vendor can be either a prime consultant or a subconsultant during performance of the pilot project in a specific prequalification classification. A vendor can be selected for a pilot project in one of two ways. The first is by submitting a project proposal for those projects advertised on MDOT's website. The vendor submits a proposal and is evaluated for selection in accordance with the stated evaluation criteria, along with other vendor submittals.

The second way to secure a pilot project is by being selected by an MDOT Project Manager for a project with services estimated at less than \$25,000. For those projects, the MDOT Project Manager has the authority to review the prequalification list and contact three vendors by phone or e-mail regarding the needed work, without posting a formal request for proposal on MDOT's website. If the work does not require prequalification, the project manager will contact at least three vendors that can provide the service, and will determine the most qualified vendor using an evaluation criterion appropriate for the service. If the selection is by low bid, the Project Manager will get a bid from each vendor and select the low bid. MDOT encourages its Project Managers to provide pilot project opportunities to provisionally prequalified vendors when selecting projects estimated at less than \$25,000. Project Managers should note on the form 5100E that the vendor is being selected for a pilot project.

MDOT will not guarantee a vendor's selection for a pilot project.

A vendor may have only one pilot project under contract, per classification, in no more than three classifications at any one time, whether or not there is continuous activity on that project. The prequalification status will remain provisional until a performance evaluation of the vendor's work is completed. Upon acceptable performance of the services on the pilot project, as defined by the Contract Performance Evaluation Review Team, the vendor will be granted full prequalification in that classification. Otherwise, the vendor is denied prequalification and must wait one year to reapply, in accordance with the prequalification process requirements. In instances in which the performance evaluation, resulting in prequalification denial, is not prepared in a timely manner, the one year period will begin from the date of project completion.

At times, an interim evaluation may be used to determine acceptable performance for the purpose of completing provisional status requirements. Factors considered may include, but not be limited to, percentage of work completed, length of project and type of work performed. The MDOT project manager, the MDOT prequalification classification reviewer, and Contract Services Division will make this determination and will provide

written justification for the decision. An interim evaluation is to be completed immediately if significant performance issues arise, to allow the vendor an opportunity for improvement, or at any other time deemed appropriate by the MDOT project manager.

A post final evaluation may be completed as a result of information obtained after submittal of the original performance evaluation. For example, if information learned during construction changes the ratings that a vendor would have been given for design work, a post final evaluation is to be completed. If prequalification status was approved based upon the original evaluation, but would not have been approved based on the modified or post final evaluation, the prequalification approval can be revoked. In addition, any services that were assigned to the vendor while they were inappropriately prequalified can be terminated at the discretion of MDOT.

Provisional status is not a guarantee of selection for work. MDOT is under no obligation to ensure selection of a vendor for a pilot project. If a vendor is granted provisional status, and has not performed work in the classification within six (6) years, the vendor's provisional status will expire, and the vendor will have to reapply for the classification.